



## **MEMBERSHIP ROSTER CHAIR**

### Position Summary:

Manage the membership function to include maintaining the Chapter membership database.  
Organize and coordinate registrations and logistics of monthly meetings.

### Responsible to:

The members of the chapter  
The chapter president

### Program Director Responsibilities:

- Receive monthly meeting registrations and prepare list of attendees. Communicate lists to other chapter members as necessary.
- Communicate with the facilities regarding monthly meeting arrangements, reserve rooms and call to confirm monthly registration numbers.
- Set up and assist at registration table during monthly Chapter meetings.
- Maintain the chapter's membership database with applicable changes/updates. Check periodically with members to obtain their updated information.
- Create and distribute the monthly program survey to Chapter meeting attendees for feedback.

### General Board Responsibilities:

- Identify and acquire sponsors for chapter meetings and events who are willing to assist the chapter financially in return for an opportunity to promote their product or service to members.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

### Resources Available:

- *SHRM supplies the following resources for chapter program chairs*
  - *Chapter Best Practices (including program ideas)*
  - *Chapter Position Descriptions*
  - *Fundamentals of Chapter Operations*
  - *Guide to Hosting an SHRM Speaker*
  - *Fundamentals of Chapter Operations*
  - *SHRM Speakers Bureau*
  - *SHRM Chapter Speaker Program*

And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)